

## **LIST OF DOCUMENTS COMMONLY REQUIRED FOR FINAL CLOSING**

- ☐ LIST OF PERSONS AT CLOSING
- ☐ CERTIFICATE OF INCUMBENCY
- ☐ A) ARTICLES OF INCORPORATION (IF ANY CHANGES SINCE INITIAL CLOSING)
- ☐ B) BY-LAWS (IF ANY CHANGES SINCE INITIAL CLOSING)
- ☐ C) CORPORATE RESOLUTIONS (AUTHORIZING FINAL ENDORSEMENT & SIGNATORY)
- ☐ D) GOOD STANDING CERTIFICATE
- ☐ DETERMINATION OF FHA MAXIMUM INSURABLE MORTGAGE (FORM 2580)
- ☐ TITLE POLICY ENDORSEMENT
- ☐ SURVEYOR'S REPORT
- ☐ SURVEYOR'S PLAT – AS BUILT
- ☐ MORTGAGOR'S ATTORNEY'S OPINION
- ☐ CERTIFICATE ON COMPLIANCE WITH CONDITIONS OF HUD COMMITMENT & REGULATORY AGREEMENT RELATING TO FINAL ENDORSEMENT
- ☐ FINANCING STATEMENTS ADDENDUM OR AMENDMENT (IF NEEDED)
- ☐ SECURITY AGREEMENT MODIFICATION (IF NEEDED)
- ☐ LOAN MODIFICATION AGREEMENT (IF NEEDED)
- ☐ ALLONGE TO MORTGAGE NOTE (IF NEEDED)
- ☐ ENDORSED MORTGAGE NOTE
- ☐ MORTGAGE RESERVE FUND AGREEMENT AMENDMENT; MRF TRUST FUND AGREEMENT AMENDMENT (IF NEEDED)
- ☐ REQUEST FOR FINAL ENDORSEMENT OF CREDIT INSTRUMENT (FORM 2023) WITH CERTIFICATES OF MORTGAGOR AND GENERAL CONTRACTOR AND PAYABLES LIST; CONTRACTOR'S GENERAL RELEASE; MORTGAGOR'S CERTIFICATION OF ACTUAL COSTS (2330)
- ☐ APPLICATION FOR (FINAL) ADVANCE OF MORTGAGE PROCEEDS (FORM 2403) WITH CONTRACTOR'S (FINAL) REQUISITION (2448)
- ☐ ARCHITECT'S CERTIFICATE CONFIRMING FINAL PAYMENT
- ☐ LETTER FROM MORTGAGOR SHOWING LOAN IS CURRENT
- ☐ LETTER FROM MORTGAGEE SHOWING LOAN IS CURRENT
- ☐ CERTIFICATE OF OCCUPANCY
- ☐ VERIFICATION OF FILED FINANCIAL STATEMENTS
- ☐ EVIDENCE OF D&O INSURANCE
- ☐ EVIDENCE OF PROPERTY INSURANCE
- ☐ DES/HHS APPROVAL LETTERS (FINAL REPORT ON CONSTRUCTION)
- ☐ LIST OF LEASED & FINANCED PROPERTY
- ☐ CERTIFICATE OF NUMERICAL ACCURACY (IF BOND FINANCED)
- ☐ ELEVATOR MAINTENANCE CONTRACT(S) (IF REQUIRED)
- ☐ CERTIFICATE OF ELECTRICAL INSPECTION (IF NEW YORK)